



**Keystone Academy Trust**

**Dealing with a  
Critical Sudden  
Illness or Injury  
Policy**

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### For information

For the purposes of this policy the definition of Personal Protective Equipment (PPE) is:

- Face mask
- Visor
- Disposable gloves
- Apron

## **1. Emergency procedures**

- 1.1 If an accident, illness or injury occurs, the member of staff in charge at the time of the incident will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 1.2 The member of staff in charge must put their personal protective equipment (PPE) on whilst waiting for assistance from a first aider. All staff on playground duty should carry a bag of emergency PPE.
- 1.3 If called, a first aider will assess the situation and take charge of first aid administration.
- 1.4 The first aider must wear PPE including disposable gloves, apron, facemask and visor.
- 1.5 If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, they will arrange for the injured person to access appropriate medical treatment without delay.
- 1.6 Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
  - Call an ambulance or a doctor, if this is appropriate. If the decision of the first aider is to not call an ambulance or a doctor, parents must be called for clear instruction as to whether to take the victim(s) to a doctor or to a hospital.
  - Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
  - Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.

## **2. Automated External Defibrillators (AEDs)**

- 2.1 There is no AED in school at present. The nearest is located outside the Fire station close to the school.
- 2.2 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

- 2.3 Once the above action has been taken, the incident will be reported promptly to:
- The Head Teacher/Head of School
  - The victim(s)'s parents.
- 2.4 A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

### **3. Reporting to parents**

- 3.1 In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.
- 3.2 In the event of any injury to the head, whether minor or major, parents will be informed in writing.
- 3.3 Parents will be given guidance on the action to take if symptoms develop.
- 3.4 In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher or member of staff available with knowledge of the injury/condition of pupil will telephone the pupil's parents as soon as possible.
- 3.5 A list of emergency contacts for every pupil will be kept at the school office.

### **4. Actions to be taken following any sudden illness or injury**

- 4.1 The area of the accident or illness will be thoroughly cleaned with the appropriate cleaning materials. All people carrying out the cleaning will wear PPE including disposable gloves and apron.
- 4.2 The environment should be assessed to determine if it is safe to continue using and children moved appropriately.